

0250.01 Security and Safety Measures
Issued January 6, 1997

SUBJECT: Security and Safety Measures.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide a safe work environment for employees, tenants and visitors.

CONTACT AGENCY: Department of Management and Budget (DMB) – Tenant Services Division (TSD).

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SUMMARY: Executive Branch Departments and Sub-units must comply with security procedures, rules, regulations, and safety concerns for the benefit of employees, tenants and visitors to facilities under the jurisdiction of DMB.

APPLICABLE FORMS: DMB-106, Property Removal Pass.
DMB-624, Security Key/Lock Record.
DMB-651, Visitor's Property Pass.

PROCEDURES:

DMB:

- Ensures that steps are taken that provide for the security of property as well as for the safety of employees, tenants and visitors in DMB managed facilities.
- Security:
 - Service is provided for the safety of property, employees, tenants and visitors in TSD managed locations..
 - Services include locking and unlocking of doors to the buildings, providing periodic security checks, and keeping logs and records of after hours access.
 - Personnel also assist the facility manager with emergency situations.
- Provides staff to ensure compliance with code requirements.

- Provides an emergency evacuation plan in TSD managed facilities for (See 0240.01 for details):
 - fire.
 - severe weather.
 - bomb threat.
 - civil unrest.
- Supplies rules governing conduct on State property.

Agency:

- Directs questions and concerns regarding these procedures to the facility manager.
- In State-owned buildings managed by TSD.
 - Directs an adequate number of employees, as determined by the facility manager, to function as monitors.
 - Directs monitors to participate in periodic training and refresher courses arranged by the facility manager.
 - Assures complete employee participation in any actual evacuation or practice drill.
- Leased property:
 - Assures that the owner of a leased property has employed a responsible on-site property manager (not a State employee), identified as the building manager, superintendent or facility manager, who will act as the evacuation coordinator.
 - If occupying space in a leased facility with an on-site building manager present shall:
 - Designate a responsible employee as a contact person to act as a liaison with the building manager in planning for any response to immediate life-threatening emergency situations.
 - Direct an adequate number of employees, as determined by the building manager, to function as monitors.
 - Direct monitors to participate in periodic training and refresher courses arranged by the building manager.
 - Assure complete employee participation in any actual evacuation or practice drill.
 - In facilities where there is no regularly assigned building manager (employed by the owner), shall designate an employee as evacuation coordinator.
 - The evacuation coordinator shall function with the same duties, responsibility and authority as the facility manager in State-owned property.

- In facilities that do not have a published or recognized emergency plan, shall first request the development of such a plan from the building management (owner). If there is no on-site building manager, the agency shall develop and maintain an Emergency Evacuation Program.
 - Are encouraged to include a handicapper in the planning and development of written instructions.
 - If necessary, direct contact shall be made with the fire, police, and other emergency rescue agencies that provide primary response to emergencies, for assistance in planning.
- Includes these minimum basic steps in emergency plans for any facility these minimum basic steps:
 - Bomb or bomb threat:
 - Notification of the building management and supervision that a bomb has been discovered or a bomb threat received.
 - Notification of responsible police agency. The evacuation coordinator shall consult the nearest State Police post commander to determine if the State Police, county sheriff, township or city police, or fire department, will have primary responsibility.
 - Notification of monitors to begin searches of their specific areas, stressing an "eyes only and hands-off" search effort, if a bomb threat is received.
 - The plan shall indicate that monitors may be requested to search before an evacuation plan takes place.
 - Isolation of a suspected bomb, if discovered, and safe, quiet evacuation.
 - Providing assistance or guidance for handicappers.
 - Handicappers shall be removed from the facility affected.
 - The procedure shall specifically include non-handicapper persons by name and/or position title, as well as alternates, to assist handicappers in evacuation.
 - No handicapped person shall be left alone or unattended during a bomb threat evacuation.
 - Reporting the results of searches to the emergency command and information center, and maintaining a safe perimeter outdoors around the facility.
 - Re-entry into the facility, if an evacuation was determined necessary, once declared safe by the emergency response agency having jurisdiction.

- Fire situation:
 - Notification of employees or occupants that a fire condition exists. If an approved fire alarm system is installed, a back-up notification procedure shall be included.
 - Notification of local fire department. A specific person(s), identified by position title, shall be responsible for notification; however, any other person may notify the fire department.
 - Providing assistance or guidance for handicappers.
 - If handicappers cannot be immediately moved out-of-doors, the plan shall address provisions for refuge affording optimum safety.
 - No handicapped person shall be left alone or unattended during a fire evacuation.
 - The procedure shall specifically include non-handicapped persons by name and/or position title, as well as alternates to assist handicappers in evacuations.
 - Reporting to the emergency command and information center, and maintaining a safe perimeter outdoors around the facility.
 - Re-entry into the facility, once declared safe by the responding fire department.
- Tornado warning:
 - Notification of head monitors that watch conditions exist.
 - Notification of monitors and employees that a warning condition exists.
 - Identification of the shelter area in the facility.
 - The department shall consult fire or civil defense agencies on the use of elevators in tornado warning situations.
 - Providing assistance or guidance for handicappers.
 - Handicappers shall be assisted, when necessary, to the recognized shelter area.
 - No handicapped person shall be left alone or unattended during a tornado warning.
 - The procedure shall specifically include non-handicapped persons by name and/or position title, as well as alternates to assist handicappers in evacuations.
 - Notification of an all-clear signal, or announcement.

- A floor plan of the facility, drawn or reduced to a convenient size, usually 8 1/2 x 11, showing exterior exits, stair shafts, elevators, fire alarms, fire extinguisher, shelter areas, emergency command and information center and any other necessary information.

NOTE: Reproductions of the floor plan shall be posted near exits and other appropriate places in the leased property.

- Tenant access to State buildings and grounds:
 - Concerning control of after-hours access, protection of State property, restriction of demonstrations, prevention of animal access, and coordination of displays in public areas are covered by the rules of Conduct on State Property, filed with the Secretary of State on May 25, 1982; § 4 of Public Act No. 51 of 1948. (See Procedure 0210.06).
 - Concerning access to State buildings after normal working hours (See Rules of Conduct on State Property).
 - Employees will be allowed to enter State-owned buildings and departmental areas, after normal working hours only for official business.
 - To prevent difficulties, agencies shall contact their facility manager prior to scheduled after-hours work and inform them of the employees' names and the times they will be inside the building. This policy shall supersede that of any other State agency, and shall be considered an additional security measure with regard to after-hours use of State-owned buildings. This procedure is not exclusive to State employees and shall be applied as well to private vendors scheduled to be in the building after hours (i.e., copy machine repair, computer repair, etc.)
 - Employees or vendors allowed to enter a building after hours, must sign the register maintained at the lobby desk or designated security entrance in each building. Employees unsure of the proper after-hours entrance to the facility should contact the appropriate facility manager.
 - Employees or vendors will not be allowed to remove office equipment from the buildings without approval from an authorized official of the department involved. If permission is given to remove equipment, the security officer will record the name of the employee or vendor, and the type of equipment removed.
 - A current identification card must be presented to security personnel when entering any building after hours.

- Further information can be obtained by calling (517) 373-0987 during normal weekday hours, Monday through Friday, 7:30 a.m. to 5:00 p.m., and (517) 373-0196 on weekends, holidays, and after normal business hours.
- Solicitations in State-owned office buildings (See Rules of Conduct on State Property, Procedure 0210.06).
- Personal property loss or damage:
 - Every assistance will be given by TSD to recover any articles or personal property missing from departmental offices. Strict orders have been given to maintenance and janitorial personnel that no office or personal properties are to be disturbed except as required in carrying out assigned duties. In non-TSD operated buildings, procedures are as established by the building manager.
 - Employees should be cautioned against leaving money and valuables in accessible places. Promptly report all losses to your facility manager. If personal property is damaged due to a careless act or neglect by TSD employees or contractors, a claim may be filed with the State Administrative Board. Contact your facility manager for information or assistance.
- State of Michigan, Employee Identification Card:
 - Individuals working out of a facility under the jurisdiction of DMB, will be issued a State I.D. card (DMB-678). This form will be required for all personnel. All forms must be signed by the employee and the personnel director.
 - Obtain blank forms from the respective personnel office.
 - I.D. Photos
 - The department personnel offices have been provided a list of times and locations for identification process.
 - For all other locations, please call (517) 373-1836 for information.

NOTE: The I.D. card is to remain the property of the State of Michigan and must be returned to the respective personnel office upon separation of employment.
- Emergency closing of a State facility:
 - As designated by the Governor, DMB will act as the control point in case of emergency situations that affect State operating space and employees (See Procedure 0240.01).

- Key and Card Request:
 - To obtain the proper form (DMB-624) and address questions and concerns regarding key or card access, see the facility manager.
 - Requests for obtaining keys or card access, in buildings under the jurisdiction of DMB shall be directed to the facility manager.
 - This applies to all doors and entrance-ways in all DMB managed buildings and parking areas. This does not include minimum security locks for desks, files, or miscellaneous items.
 - Each department director shall designate and document a person to give departmental approval for keys or lock sets and furnish their list directly to TSD.
 - A key will be issued only upon receipt of a properly completed Security Key/Lock Record Form, DMB-624, and approval by DMB, except all building entrance and security room keys which will require approval of both the TSD and State Police.
 - Employees shall be required to return issued keys and identification cards to their respective personnel offices upon their termination of employment or when required by TSD. No employee shall duplicate any key issued.
 - A lost key must be reported immediately in writing to the facility manager. This report must include the circumstances of the loss.
 - Any employee or person gaining unauthorized entry into a facility shall be subject to arrest and prosecution.
 - In leased space, contact the building manager or owner.

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